

HK HallKeen Management

Job Title: Assistant Property Manager

Location: Chelsea, MA 02150

Hours: Part Time– Monday through Friday (some Saturdays required)

Pay Rate: \$30 an hour

Job Description:

HallKeen Management Company is looking for a part time - 30 hour per week – Assistant Property Manager in the Chelsea area. The candidate will assist and support the Senior Property Manager and provide prompt and efficient administrative support to the office in oversight of 2 properties (market and affordable) consisting of 113 units total. This individual will be responsible for market/affordable leasing duties as well as roughly 23 LIHTC/affordable annual recertification's between the 2 sites. We are looking for a self-starter who can dive right in to the day-to-day in our busy office.

Responsibilities:

- Responsible for all resident LIHTC Annual Recertification's, as well as new move ins
- Manage waitlist entering applications and conducting annual waitlist update
- Processing all rent and subsidy payments
- Track delinquency, deliver late rent notices, Notice to Quits, update delinquency reports
- Lease apartment, market unit on various platforms, tour and follow up with prospects
- Assist Property Manager and HallKeen on various projects
- Conduct weekly property walks
- Enter and track work orders
- General office duties as needed
- Some Saturday shifts will be required.

Requirements:

MUST have -OneSite, LIHTC recertification experience. Prior property management experience.

COS and C3P holders are strongly preferred with a background in affordable housing. Candidate must be extremely organized and detailed oriented with a strong ability to think fast and prioritize multiple job duties at any given time. Adept in various software programs such as Word and Excel, possess strong effective written and oral communication skills; ability to plan strategically; excellent customer service skills and a professional demeanor.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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